

DELAWARE TRANSIT CORPORATION

POSTING NO. 043-2016

POSITION VACANCY POSTING

DATE OF POSTING November 4, 2015 CLOSING DATE November 11, 2015

METHOD OF APPLICATION: BID FORM

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **November 11, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 131 JOB CODE #: 049

POSITION TITLE Information Center Specialist – Full -Time

PAY GRADE _____ PAY RATE \$15.23 PAY RANGE _____
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Marketing & Public Affairs
SECTION Customer Service

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 X N/C _____

SCHEDULED HOURS: 11:30 AM – 8:30 PM SCHE.DULED DAYS: Monday, Thursday, and Friday
8:00 AM - 5:30 PM Saturday
8:00 AM – 5:00 PM Sunday
Tuesday and Wednesday OFF

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SUMMARY OF POSITION:

The Information Center Specialist provides route and schedule information to the public; accepts telephone customer's comments about the transit service; issues tickets and passes to outlets; sells tickets and passes; types responses to customers and performs office work as required; performs other duties as assigned.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLICATIONS CAN BE ACCESSED ON LINE AT www.dartfirststate.com